

# Governing and Guiding Documents Policy

*Last Updated: 02.10.21*

**Purpose:** The purpose of this policy is to establish definitions for certain governing documents utilized by the District, to set forth the purpose for which each governing document should be used, and to provide guidance for when to select the use of one governing document over another.

**Scope:** This policy applies to the District at large.

**Policy:** The following documents will be used for District business as follows:

- **Montana Code Annotated:** Statutory authority for the State of Montana including Resort Area Districts.
  - Applies to: The State at large, with Title 7, Chapter 6, Part 15 specifically applying to the District, and Title 7, Chapter 6 applying in general to the District
  - Approved by: Montana State Legislature (Senate and House of Representatives)
- **Ordinances:** A law for a political division smaller than a state or nation, in this case the Big Sky Resort Area District.
  - Applies to: The District at large
  - Approved by: District Board of Directors
- **Resolutions:** A written motion of specific interest adopted by the District.
  - Applies to: The District at large
  - Approved by: District Board of Directors
- **Bylaws:** Established rules of procedure for the conduct of meetings and the transaction of business by the District Board of Directors.
  - Applies to: Employees and Board members
  - Approved by: District Board of Directors
- **District Strategic Plan:** The guiding strategies for the District.
  - Applies to: The District at large
  - Approved by: District Board of Directors
- **Policies:** A system of principles that establish internal standards.
  - Applies to: Board and employees
  - Approved by: District Board of Directors
- **Employee Handbook:** Outline of employment terms and conditions.
  - Applies to: Employees
  - Approved by: District Board of Directors
- **Procedures:** The operational statements or systems that implement policies or apply to the daily operations of the District.
  - Applies to: The District at large
  - Approved by: Executive Director with discretion to seek Board approval for emphasis
  - **Community Vision and Strategy Plan:** The document produced by consultants to the District which details the guiding visions and priorities of District community members as of November 4th, 2019, and which document will serve as additional reference material for the District's Board when making

funding determinations during its application for resort tax funding cycles. The contents of this document are not binding on the District's Board or any decisions the Board may make, but is considered a reference points or guidance materials. This document may be revised from time to time at the direction of the Board should the Board deem it appropriate or helpful.

- **Contracts and Agreements:** Legally binding documents outlining roles, responsibilities, and terms of relationships.
  - Applies to: Collectors, fund recipients, local governments, contractors/vendors
  - Approved by: Depending on the type and nature of the agreement, approval must be given by either the District's Board, the Board Chair, or the Executive Director